Reports To: Director of Barnhardt Student Activity Center & Venue Management

General Statement of Duties: At the direction of departmental supervisors, the intern will assist with events/operations and learn the functions of the Barnhardt Student Activity Center and Halton Arena. Additional responsibilities will include assisting with event coverage at Jerry Richardson Stadium and project work. Internship commitment lasts from mid-August to mid-May with 40-hour work weeks (typically).

The Student Activity Center and Venue Management Department is responsible for the management of the James H. Barnhardt Student Activity Center, which is home to 9000 seat Halton Arena and Jerry Richardson Stadium, the campuses 15,300 seat football venue. These facilities were designed to meet the athletic, educational, recreational, and social needs of the campus community as well as the greater Charlotte community.

Salary: $10 per hour

Opportunities can and/or will include:

- Event Coordination: assist with event planning and coordination, including: UNC Charlotte’s Women’s Volleyball games, Men’s and Women’s Basketball games, graduations, concerts, meetings and other special events at that Student Activity Center. Will also assist with game day operations and events at Jerry Richardson Stadium. Event coverage will include but not limited to; event opening and closing responsibilities, assisting event personnel with various functions and troubleshooting/problem-solving during events as required.

- Interns also assist with any special project(s) related to the management of public assembly facilities. Examples have included energy management reviews, concert staffing, emergency evacuation planning, fire safety programs, handicap accessibility reviews, computerized equipment controls analysis, and technical manual review and analysis.

Other duties can include:

- Facilities Services: assist with administrative functions of the Facility Services Department, including budgeting, cost control, equipment inventory, preventive maintenance, record controls, safety reports, event follow-up, and payroll functions.
• Technical Services: assist with administrative and daily technical support functions of the department, including sound systems, lighting, and audiovisual equipment, video presentation.

• Building Services: Assist with administrative and daily supervision for the building services staff for the primary building cleaning and floor care as well as the set-up and equipment needs of the daily recreational and/or special events for the facility.

• Maintenance Services: To assist and learn while working with our maintenance mechanics, to gain an understanding about how facility mechanical and HVAC systems work. Assist with our preventative maintenance programs as well as our safety inspections.

Qualifications:

• College student with study emphasis in Public Facility Management or a related field. Prefer college credit for the internship.
• Knowledge of Microsoft applications including Word and Excel.
• Well organized with ability to prioritize and handle multiple assignments.
• Ability to work independently in a fast-paced environment.
• Excellent written and verbal communication skills.
• Strong organizational skills.
• Detail oriented.
• Ability to work irregular hours, including nights and weekends as required.

To apply:

Send resume and two references to zach.rutledge@uncc.edu. Position will be open until filled.